

PROCUREMENT & MATERIALS
MANAGEMENT DIVISION

100 N. ANDREWS AVENUE
FORT LAUDERDALE, FL 33301

Ph: (954) 828-5140; Fax: (954) 828-5576

CITY OF FORT LAUDERDALE
INVITATION TO BID

e-mail: purchase@fortlauderdale.gov

ITB NO. 542-8976

ISSUE DATE: 12/10/03

PAGE 1 OF 12

**BIDS MUST BE RECEIVED
PRIOR TO 2:00 P.M.**

ON: 12/30/03

TITLE: ITB NO. 542-8976, 2-Yr. Contract for Custom Imprinted Business Cards

PROCUREMENT SPECIALIST: Linda R. Wilson, Procurement Specialist II

DEPT: ADM/Central Services

CONTACT FOR TECHNICAL QUESTIONS: Wayne Bernard, Print Shop Spvr.

PHONE: (954) 468-1665

Bidder Must Complete the Following:

Vendor Name	Total Bid Discount (section 1.04)
Number & Street:	Bids are firm for Acceptance for 90 days (Section 1.05)
City, State, Zip (+4) (See General Conditions Section 1.01)	Yes_____ No_____ Other _____
If this Invitation was mailed to an incorrect address, Mark "X" here <input type="checkbox"/> and we will adjust our records	State or reference any variances (section 1.06)
Area Code and Telephone No. () _____ (800) _____	Web site address: http://www/ _____
FAX () _____ e-mail: _____	NO BID: If not submitting a bid, state reason below and return one copy of this form (section 1.07)
Delivery: Calendar days after receipt of Purchase Order: (section 1.02) _____ days	
Payment Terms: (section 1.03) _____% , net _____	Does your firm qualify for MBE, WBE, SBE status in accordance with Section 1.08 of General Conditions? MBE _____ WBE _____ SBE _____
<p>How to Submit Bids/Proposals: It will be the sole responsibility of the Bidder to ensure that his bid reaches the City of Fort Lauderdale, City Hall, Procurement Division, 6th floor, Room 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Facsimile bids will be accepted.</p> <p>Each bid envelope must be sealed with the following information stated on the OUTSIDE of the envelope:</p> <p>BID/RFP No 542-8976 Title: 2-yr. Contract for Custom Imprinted Business Cards Opens: 12/30/03 2::00 PM</p>	
<p>Vendor Certification: I, the below signed hereby agree to furnish the required article(s) or services(s), at the price(s) and terms stated subject to all instructions, conditions, specifications, and all attachments hereto. I have read all attachments and fully understand what is required. By submitting this bid, I certify that I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications contained in this bid. I certify that I have not divulged to, discussed with, or compared this bid with any other bidder(s) and have not colluded with any other bidder(s) or parties to this bid. I certify I am authorized to contractually bind the bidding firm.</p>	
Signature of Authorized Representative	Title (Typed or Printed)
Name of Authorized Representative (typed or printed)	Date

ITB NO. 542-8976, CUSTOM PRINTING OF CITY BUSINESS CARDS

City of Fort Lauderdale GENERAL CONDITIONS

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Division of Purchasing. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement.

- 1.01 **BIDDER ADDRESS:** The City maintains automated vendor mailing lists for each specific Commodity Class Item. If you wish purchase orders sent to a different address, please so indicate. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 **DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 **PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 **TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 **BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that his bid and the prices quoted in his bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 **VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.

By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.
- 1.07 **NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 **MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its purchasing activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. If your firm qualifies, please indicate your category in the space provided on page 1 of the ITB. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term 'Minority Business Enterprise' means minority group members own a business at least 51 percent of which or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

ITB NO. 542-8976, CUSTOM PRINTING OF CITY BUSINESS CARDS

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

A quotation received in response to this ITB will be considered a firm offer held for acceptance for ninety (90) days from quotation due date. Deduct trade discounts and quote firm prices. In the case of a discrepancy, the unit price quoted will prevail. The City is exempt from Federal Excise and Florida Sales taxes. All prices shall be quoted F.O.B. destination.

If "approved equal" is listed in the specifications, the quotation must contain adequate information to ensure that the quoted item meets the required criteria. If estimated quantities are listed, they are for information purposes only, and no warranty or guarantee of quantities is given or implied.

Bids will only be considered from firms who are qualified to provide the required product or service. The City reserves the right to reject bids where evidence or evaluation by the City is determined to indicate inability to perform. The City reserves the right to award to the quotation(s) that will best serve the interest of the City, to reject any or all quotations, or to cancel the ITB and reissue. The City also reserves the right to waive minor variations or irregularities in the specifications or in the bidding process.

Items delivered will remain the property of the seller until accepted to the satisfaction of the City. Those that do not conform to the bid specifications may be rejected and returned at the seller's expense.

If seller is required to go onto City property to perform work, he shall assume all responsibility and expense of obtaining insurance, as required by the City. The City reserves the right to cancel any contract for cause upon written notice and for convenience upon thirty-(30) days written notice. There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract. Seller shall not transfer or assign the performance required by this ITB without obtaining prior written consent of the City.

The seller agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorneys fees, in connection with or arising directly or indirectly out of the work agreed to or performed by seller under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions, relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida, and that all litigation between them in federal courts shall take place in the Southern District in and for the State of Florida.

Form G-107A, Rev. 7/01

ITB NO. 542-8976, CUSTOM PRINTING OF CITY BUSINESS CARDS

1. PURPOSE: The City of Fort Lauderdale, Florida is actively seeking bids from qualified firms, hereinafter referred to as the Contractor, to provide business cards for various City requirements, in accordance with the Invitation to Bid (ITB).

2. ADDITIONAL INFORMATION: For information concerning bidding procedures contact the Procurement Specialist, Linda Wilson, at (954) 828-5146. For additional information concerning the technical specifications contained in this bid contact Wayne Bernard, Print Shop Supervisor, at (954) 468-1665. Such contact is to be for clarification purposes only. Material changes, if any, to the written specifications or bidding procedures will only be transmitted by written addendum.

3. CONTRACT TERM: The initial contract term will be for two (2) years. However, the City reserves the right to extend the contract for up to two (2) additional one (1) year periods providing (a) both parties to the contract agree to the extension; (b) all the terms, conditions, and specifications remain the same; (c) such extension is approved by the City Manager.

4. SELLING, TRANSFERRING OR ASSIGNING CONTRACT: No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the City Manager, or designee. Any subcontracting of orders by contractor must receive prior written approval from the City.

5. ADDITIONS OR DELETIONS: The City reserves the right to add to, or to delete, any portion of this contract at any time without cause. The City reserves the right to add items of a similar nature, but not specifically listed in the Contract. The Contractor agrees to provide such items, and shall provide the City prices or contractual terms on such additional services based upon a formula or method that is the same as, or similar to, that used in establishing the prices or contractual terms in his/her Bid. If the prices, or terms offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to purchase those items or services from other Contractors, or to cancel the contract upon giving thirty (30) days written notice.

6. INSURANCE REQUIREMENTS: The Contractor shall provide insurance coverage as follows: Workers Compensation as required by Florida Statutes for benefit of Contractor employees. Notwithstanding FS 440.055, any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance.

Exceptions: Workers' Compensation Insurance will not be required if the individuals performing the work are a Corporate Officer, sole proprietor, or partner. In such case the firm must provide copies of their waivers as provided for by FS 440.05 & 440.055.

ITB NO. 542-8976, CUSTOM PRINTING OF CITY BUSINESS CARDS

Commercial General Liability including Products/Completed Operations and Automobile Liability in the combined single limit of three hundred thousand (\$300,000.00) Dollars per occurrence. The Contractor shall provide to the Purchasing Division original certificates of such coverage prior to engaging in any activities under this contract. Such certificate shall list the City as an additional insured and shall have no less than ten days notice of cancellation. No work can be started until the certificate is submitted and approved by the City's Risk Manager.

7. INVOICES: The City will accept invoices no more frequently than twice per month. Each invoice shall be accompanied by records fully detailing each charge. The City will endeavor to pay invoices completely within thirty (30) days of receipt of the invoice, except for items questioned. The Contractor shall prepare verification data for the amount claimed and provide complete cooperation during such investigation of any areas in the invoice subject to question.

8. PRICE ADJUSTMENTS: The cost(s) shall remain firm for the initial two **(2) year term of the contract.** Costs for any extension term(s) shall be subject to adjustment only if increases occur in the industry, but unless very unusual and significant changes have occurred in the industry, such increases shall not exceed 5% per year or, the latest yearly percentage (%) increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U. S. Department of Labor, **whichever is less.** The yearly increase, or decrease, in the CPI shall be the latest index published and available ninety (90) days prior to the end of the contract year then in effect compared to the index for the comparable month one year prior. **Any requested cost increase shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective upon the anniversary date of the contract.** In the event the CPI or the industry costs decline, the City shall receive, from the Contractor, a reduction of costs, in accordance with the terms and conditions for adjustments detailed above.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the contract can be cancelled by the City upon giving thirty (30) days written notice to the Contractor.

9. ESTIMATED QUANTITIES: The estimated quantities provided herein are for bidders guidance only. No guarantee is expressed or implied as to quantities that will be ordered during the contract period. The City is not obligated to place an order for any given amount, subsequent to the award of this bid.

ITB NO. 542-8976, CUSTOM PRINTING OF CITY BUSINESS CARDS

10. EVALUATION AND AWARD CONSIDERATIONS: The City will evaluate all responsive bids to determine which submittal best meets the needs of the City, in accordance with the ITB specifications and award criteria. Award will be based on a review of all the information submitted, a review of references, bidder's demonstrated experience as well as Total Cost to the City.

11. GENERAL CONDITIONS: Except for Special Conditions, all other conditions of the General Conditions, Form G-107, Rev. 7/01, are included by reference as a part of the ITB.

12. SCOPE OF WORK: The City is seeking to contract with a qualified printer to supply business cards for various employees, on as "as needed" basis. All orders for business cards are coordinated through our Central Services Division. There are 4 basic "standard" cards that comprise approximately 97% of City employee business card orders. **(See EXHIBIT "A" for a representative sampling of City business cards and special logo requirements.)** Physical samples of current City business cards are in file in the Purchasing Office for Bidder inspection.

12.1. Technical Specifications: Following are specifications for the four most commonly ordered business cards. These 4 basic types of cards account for approximately 95% of the City business card orders. Following the 4 basic types of cards are other types of business cards that are ordered a few times a year. **Please quote each set of cards using these 2 methods: 1) Thermography 2) Flat Printing.**

1. Gold Seal City of Fort Lauderdale Logo:
Card Stock: Kromekote, C1S 12 pt cover; Color: white; Logo ink: 1/0 Gold (PMS #872); imprinting ink: black.
Approximately 118 orders for these cards were placed during the last 12 months.

2. RED/BLUE Seal City of Fort Lauderdale Logo:
Card Stock: Kromekote, C1S 12 pt cover; Color: white;
Logo ink: Red/Blue (RED 185) imprinting ink
(Blue-Reflex)
Approximately 180 orders for these cards were placed during the last 12 months.

3. RED/Blue Seal City of Fort Lauderdale Logo
Card Stock: Recycled Royal Fiber Birch 80#
Logo ink (Red-185) imprinting ink (Blue-Reflex)
Approximately 59 orders for these cards were placed during the last 12 months.

4. Gold Seal City of Fort Lauderdale Logo
Card Stock: Recycled Royal Fiber Birch 80"
Logo ink (Gold 872) Imprinting ink (Black)

ITB NO. 542-8976, CUSTOM PRINTING OF CITY BUSINESS CARDS

Approximately 9 orders for these cards were placed during the last 12 months.

Alternate: Please give Quote on the following card not presently used by the City:

1. Black City of Fort Lauderdale Logo: Black Ink.
Card Stock: Astrolight 80# cover, color white.
Flat printing.

Optional cards ordered by the City on an "as needed" basis:

1. Red/Blue City of Ft. Lauderdale Logo:
Stock: Astrolight 80# cover; color: white
Logo Ink Colors: 1/0 Red (PMS #185) and Blue (PMS #293)
Annual Orders: approximately 1 order per year

2. High quality vegetable parchment card; Logo: Gold seal,
(PMS # 893);
imprint ink: black 2/0 Black and Gold
Annual Orders: approximately 1 order per year.

3. Gold Seal City of Fort Lauderdale Cards
Card Stock: Kromekote, CIS 12 pt cover: Color White: Logo
Ink: 1/o Gold (PMS #873); imprinting ink: blue 1/0. Annual
orders: Approximately 2 order per year.

4. Laid Cover #65 - VARIOUS COLORS. Annual orders:
Approximately 6-8 orders per year.

Quantity of business card orders indicated are approximate totals of what the City requested during the previous 12 months and are shown to give an estimate of the volume requested by the City. New orders for the coming year may be higher or lower depending on demand.

12.2. Order Placement: The City shall designate a representative from its Central Services Division to coordinate all business card orders. Currently, the City uses a fax machine to send the business card proofs back and forth to the vendor. **The City may elect to order business cards online; please indicate whether you have the capability to use a Microsoft Word Template document which would contain the business card proofs.** The City will determine which is more efficient; online or fax machine ordering. If online ordering is not offered, the City will order by Fax. Sample cards will be provided to Contractor at time of award for reference file use.

ITB NO. 542-8976, CUSTOM PRINTING OF CITY BUSINESS CARDS

12.3. Order Delivery: "Standard" business card deliveries are desired as soon as possible after order placement, but not later than 2 weeks after order receipt by the Contractor.

Contractor shall have the ability to deliver "rush orders" not more than 3-4 working days after receipt of order. If there is an additional charge for "rush" service, Bidder shall so indicate.

12.4. Business Card Orders: Business cards are usually ordered in quantities of 500 or 1,000/per card. Approximately 95% of the City's orders are for 500.

12.5. Pricing: Pricing for all cards shall include delivery, all labor and materials, pick-up (if applicable), artwork, set-up, and production. If there is an extra charge for rush delivery, Bidder shall include this and any other extra costs, as a part of the ITB response. Bidders are requested to base all card pricing on virgin stock, as well as recycled stock for each item.

12.6. Recycled Content: Bidders should include specifications on the recycled stock business cards that include type and percentage of recycled content.

BID SUMMARY PAGES

Bidder please complete all information on the Bid Summary Pages. Additional information may be attached as an Appendix, if necessary. All appendices should be properly marked to reference the applicable page, paragraph number or question for which it is provided.

1. Is there anything contained in the ITB which is NOT included in your bid response?

YES:_____ NO:_____

If YES, please explain:_____

2. Please indicate whether you are able to provide on-line Microsoft Word Template ordering in lieu of Fax?

YES:_____ NO:_____

3. Delivery:

a. Please indicate your maximum standard delivery time after receipt of order: _____ days/ARO

b. Rush Delivery: Indicate your maximum delivery time after receipt of order for "rush" orders:
_____ days/ARO

Is there an additional charge for "rush Delivery?"

YES___ NO:___

If YES, please indicate all related charges:_____

c. Do you offer pick-up and delivery service?

YES___ NO:___

If YES, please provide details, and any extra charges for this service, if applicable:

ITB NO. 542-8976, CUSTOM PRINTING OF CITY BUSINESS CARDS

4. Pricing: Bidder please indicate your firm, fixed, delivered price, in accordance with the ITB specifications, in the spaces provided below:

I. Blue/Red Logo, Blue ink business card, per ITB Specifications:

	Thermography	Flat Printing
a. Virgin stock:	\$_____/per 500	\$_____/per 500
(Glossy)	\$_____/per 1M	\$_____/per 1M
b. Recycled stock	\$_____/per 500	\$_____/per 500
	\$_____/per 1M	\$_____/per 1M

Recycled content - Virgin Stock %_____
Recycled content - Recycled Stock %_____

II. Gold Seal, Black ink business card, per ITB specifications:

	Thermography	Flat Printing
a. Virgin stock:	\$_____/per 500	\$_____/per 500
(Glossy)	\$_____/per 1M	\$_____/per 1M
b. Recycled stock	\$_____/per 500	\$_____/per 500
	\$_____/per 1M	\$_____/per 1M

Recycled content - Virgin Stock %_____
Recycled content - Recycled Stock %_____

III. Black logo Black ink Astrolight card, Flat printing,
per ITB specifications:

\$_____/per 500 \$_____/per 1M

IV. Black logo Blue Ink Astrolight card, per ITB
specifications:

\$_____/per 500 \$_____/per 1M

V. Parchment/Gold Seal Ft. Lauderdale card, per ITB specifications:

\$_____/per 500 \$_____/per 1M

VI. Classic Laid Cover #65 - Various Colors, per ITB
specifications:

\$_____/per 500 \$_____/per 1M

VII. Other Business Card pricing: Bidder may attach pricing for other types of Business Card printing or stock, as an appendix to the ITB response.

Additional Pricing attached? YES:_____ NO:_____

ITB NO. 542-8976, CUSTOM PRINTING OF CITY BUSINESS CARDS

4. Bidder to provide a minimum of three (3) references for equivalent service currently being provided in the Tri-County area (Broward, Miami-Dade or Palm Beach).





(1) Company Name: _____
Address _____
Principal Contact _____
Telephone number _____
Fax Number _____

(2) Company Name: _____
Address _____
Principal Contact _____
Telephone number _____
Fax number _____

(3) Company Name: _____
Address _____
Principal Contact _____
Telephone number _____
Fax number _____

5. OTHER: Bidder Comments/Suggestions:

8976-BusCrds2004

 <p>CITY OF FORT LAUDERDALE</p> <p>DEBORAH VALLIER ADMINISTRATIVE OFFICE Parks and Recreation Department</p> <p>1350 West Broward Blvd. Fort Lauderdale, FL 33312</p> <p>TEL: (954) 828-6010 FAX: (954) 828-5650 dvallier@fortlauderdale.gov</p>	<p>(954) 527-0534 FAX: (954) 527-9997</p> <p>PATRICIA PATTERSON OFFICE ASSISTANT</p> <p>HOUSING AUTHORITY OF THE CITY OF FT. LAUDERDALE 901 N.W. 10TH AVE., FORT LAUDERDALE, FL 33311</p>
 <p>CITY OF FORT LAUDERDALE</p> <p>COMMUNITY INSPECTIONS COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT</p> <p>300 N.W. First Avenue Fort Lauderdale, FL 33301</p> <p>TEL: (954) 828-5207 FAX: (954) 828-5338 code@fortlauderdale.gov</p>	 <p>CITY OF FORT LAUDERDALE</p> <p>PAUL G. BANGEL ASSISTANT CITY ATTORNEY</p> <p>100 N. Andrews Avenue Fort Lauderdale, FL 33301</p> <p>TEL: (954) 828-5035 FAX: (954) 828-5915 pbangel@fortlauderdale.gov</p>
<p>City of Fort Lauderdale Construction Services</p> <p>Permit Application # _____</p> <p>Please refer to the above number for information regarding your application.</p> <p>BUSINESS HOURS M - F 8:00 a.m. - 4:30 p.m. Telephone: 954-828-5191</p>	 <p>CITY OF FORT LAUDERDALE</p> <p>CHERYL PINGITORE CODE COMPLIANCE OFFICER COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT COMMUNITY INSPECTIONS BUREAU</p> <p>300 N.W. First Avenue Fort Lauderdale, FL 33301</p> <p>TEL: (954) 828-5537 FAX: (954) 828-5338</p>